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Circular Letter No. 69

January 4, 1911

To Supervisng Principals:

Gentlemen:

It seems advisable to make the following suggestions in reference to the matter of suspension, in order that this method of punishment may be used to the best interests of the schools.

The power of suspension is, by law, vested in the teacher, (Section 53 Compiled Schools Laws). As a general rule, however, it should be used as a last resort, and should never exceed five days. The law does not give the teacher power to fix the terms upon which the child may return; that belongs properly to the Supervisng Principal who is responsible for the general progress of his district.

When a child is suspended by a rural teacher, he should be sent home at once and the parent or guardian notified in writing of the reasons for suspension and informed that the consent of the Supervising Principal must be secured before the child can return. The teacher will also notify the Supervising Principal of his action, enclosing a copy of the letter sent to the parent or guardian.

In the case of suspension by a teacher in a building in charge of a Principal or an Acting Principal, the following procedure is considered advisable:

1- Upon being suspended by a teacher, the pupil should be sent to the Principal or Acting Principal with a written statement of the facts.

2- The Principal or Acting Principal should send the child home immediately, notifying the parent or guardian that the child is suspended and that the written consent of the Supervising Principal is necessary for his return.

3- The Supervising Principal will, after investigation--preferably in company with the Principal or Acting Principal--notify the parent or guardian in writing of the conditions under which the child may return.

4- Copies of all papers referred to above shall be kept on file in the Supervising Principal's office.

Yours very truly,

Commissioner of Education